

## Norman Public Library Board Minutes

February 27, 2012

The Public Library Board of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Quarterly Meeting in Room A/B of the Norman Public Library on the 27<sup>th</sup> day of February, 2012, at 4:30 p.m., and notice and agenda of the meeting were posted at the Norman Public Library at 225 North Webster 24 hours prior to the beginning of the meeting.

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ITEM 1, being:

### ROLL CALL

Present: Chairman Rudnick and members Clark, Rieger, Mauldin, Edgar and Wilhite

Absent: Members Showman, Karjala and Porter

City Staff Present: Brenda Hall, City Clerk

Library Staff Present: Leslie Tabor, Branch Manager  
Judy Day, Information Services Manager  
Basha Hartley, Children's Manager  
Nancy Littlejohn, Circulation Manager  
Nancy Rimassa, Computer Training Center Manager

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ITEM 2, being:

### APPROVAL OF NOVEMBER 21, 2011 MEETING MINUTES

Member Mauldin made the motion and member Wilhite seconded to approve. The vote was taken with the following results:

YEAH: Chairman Rudnick and members Clark, Rieger, Mauldin, Edgar and Wilhite

NAY: None

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ITEM 3, being:

### ANNOUNCEMENTS & UPDATES FROM LIBRARY STAFF

Computer Training Center Manager Rimassa informed the board the CTC is offering several new classes including blogging, Word Style, Windows Live Movie and digital photography.

Circulation Manager Littlejohn informed the board of the progress of the 5 Bin Sorter. There is much faster processing and less delay getting items back on shelves. The digital door counters are also

updated and providing more accurate data; the Norman Library sees 10,000 – 12,000 customers per week.

Children's Manager Hartley reported on recent programs including 70 people at Saturday's story time. Mary Lea Wallace, a long-time employee retired. Preparations for Summer Reading are already underway and Touch-A-Truck day is April 28.

Information Services Manager Day informed the board of the attendance of this year's Black History month events – the Read-In and Crowns Tea. Upcoming programs include Great Decisions, Science Café, National Poetry Month in April and the Big Read in May. A new tool called Collection HQ is also being provided to staff to help with collection maintenance.

Branch Manager Tabor informed the board of her upcoming trip to Australia with Rotary International's Group Study Exchange program. Nancy Littlejohn will be acting branch manager during the month of March.

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ITEM 4, being:

UPDATES FROM CITY AND BRANCH MANAGER REGARDING ONGOING HVAC PROJECT

Branch Manager Tabor informed the board that the project continues. There are still lots of ceiling tiles gone and the new fans are louder than staff and customers are used to.

City Clerk Hall informed the board that a third party commissioner will be brought in at the end of the project to evaluate the work and make sure everything is working properly. The City is anticipating an energy rebate from the HVAC and planned lighting projects, which Hall hopes to keep for the library facility and use for new ceiling tiles. Ceiling tiles throughout the building are broken, stained and unsightly.

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ITEM 5, being:

DISCUSSION REGARDING PIONEER (BORDERS) BUILDING ACQUISITION AND USE

City Clerk Hall informed the board of the potential for library space in the building purchased by the Pioneer Library System. The City Council asked City staff to work with Pioneer to negotiate a lease agreement; a lease contract has been drafted and sent to the City attorney for review. The formal lease will have to be on the Council agenda for action.

Branch Manager Tabor informed the staff that the space vacated by Pioneer administration will not be usable for public services for safety issues; it would be impossible to monitor that side of the building without considerable capital investment for remodeling. Library staff recommend that the vacated space will be best put to use as expanded circulation space, staff space and storage space.

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ITEM 6, being:

DISCUSSION OF PLANNED LIGHTING AND FLOORING PROJECTS

City Clerk Hall informed the board there are plans for new lighting throughout the building, including new ballasts and bulbs and all 880 fixtures. Work has already been started on the design. This project will be much more invasive than the HVAC work. The lighting project cannot begin until the HVAC is completed.

City Clerk Hall informed the board that the plans for flooring include a "melting and blasting" of the tile in the public restrooms. Tile throughout the building is in good shape and will not need to be replaced. Due to budgetary constraints there may need to be different materials in different areas of the building for high and lower traffic. Both cork and recycled rubber are being considered as well as some high-traffic carpeting in the stacks. The City may also recommend a revision of meeting room policies to coincide with the new flooring and maintain its cleanliness as long as possible.

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ITEM 7, being:

ADJOURNMENT

Member Mauldin made the motion and member Wilhite seconded to adjourn. The vote was taken with the following results:

YEAH: Chairman Rudnick and members Clark, Rieger, Mauldin, Edgar and Wilhite

NAY: None

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_, 2012.

Simm Rudnick, Chairperson

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